



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-428
Position Title: **Property Disposal Technician**
Series and Grade: PG-1107-07
Salary Range: \$36,671- \$47,699 PA
Promotion Potential: None
Opening Date: 06/02/06
Closing Date: 06/15/06
Location of Position: Plant Operations, Quality Control & Inventory Management
Department, Supply Chain Management Division, Transportation &
Logistics Branch, Waste Processing & Recycling Team,
Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time (Shift 1, 7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

Receives, signs for, and accepts all incoming items with a Return to Stores order from the organization authorizing the release. Returns include general and special-purpose materials, equipment, machinery, supplies, furniture, hazardous substances, toxic chemicals, scrap items, and odds-and-ends. Reviews, examines, or makes visual inspections to recommend disposition of property items. Makes recommendations either to sell, hold for subsequent reissue within GPO, salvage under established contractual agreements, or discard items depending on factors such as the likelihood of future GPO use, quantity or amount, the condition, assessed value, trade-in value (on equipment parts), purchase date, available storage space, etc. Prepares a Report of Unserviceable or Surplus Property for each item being recommended for disposal. Provides detailed descriptions of the items, determines if serviceable or unserviceable, and recommends method of disposal. Recognizes surplus properties which may affect the health and safety of others such as chemicals, hazardous materials, and/or waste and consults with the supervisor, the Safety Office, and the laboratory for appropriate handling, storage time limitations, proper labeling, containers, special precautions for disposals, etc. Provides for storage of hazardous property in restricted area. Forwards copies of property transactions to Financial Accounting for updating accountable GPO machinery, equipment, and other property records. Releases sold and paid property to those authorized to receive purchases. Places telephone calls to commercial contractors and arranges for pickup of appropriate surplus property. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess at least 52 weeks of specialized experience equivalent to the PG-06 level. Examples of specialized experience include keeping records, and receiving, inspecting, replenishing, issuing and disposing of property items. All qualifications and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of property found in GPO such as printing and binding machinery, materials handling equipment, ADP and associated computer equipment, scrap and waste metals surplus paper and hazardous materials, in order to receive and respond to *Returned to Store Orders*.
2. Skill detecting and assessing the value of returned property and determining the type of required action to maximize monetary return to GPO.
3. Knowledge of property disposal rules and regulations for appropriate handling of surplus property.
4. Knowledge of condition codes, indicative data, and marketing conditions to address concerns of potential users or buyers.
5. Ability to communicate both orally and in writing with persons of diverse backgrounds and technical knowledge.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Executive & Plant Operations
Human Capital Department
Derika F. Ferdinand
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.